

ADMINISTRATIVE - INTERNAL USE ONLY
This Notice Expires 1 September 1979

STATINTL

PERSONNEL

11 September 1978

DEVELOPMENT OF THE UNIFORM PROMOTION SYSTEM

Reference: []

1. This notice highlights some of the more significant features of the Uniform Promotion System announced [] Also provides specific information on revised Fitness Report schedules and the dates established for promotion of all grades. Change has been directed toward achievement of a primary management goal--increased employee awareness of promotional opportunities. The new system includes the following major innovations:

- a. Agency-wide uniform promotion schedules by grades.
- b. A minimum annual target for promotion of qualified employees for each grade, established by appropriate Career Services or Subgroups and published for the information of all employees.
- c. Specific Career Service criteria for promotion, published by the Career Service or Career Service Subgroup.
- d. An evaluation panel system to be used by all Career Services in determination of eligibility for promotion. Panel rankings and recommendations can be changed only by the Director.
- e. Certificates of Promotion.

2. On 12 July 1978 the Deputy Director of Central Intelligence approved a revised Fitness Report schedule and a promotion schedule keyed to the Fitness Report dates. The promotion exercises may be annual or semiannual at the option of the Career Services or Career Service Subgroups.

3. There will be no established schedule for promotion to grades GS-06 and below. Employees in these grades will be promoted on the basis of merit, within Career Service criteria for promotion, panel evaluations, headroom, and the availability of properly graded positions.

4. The revised Fitness Report schedules will be operative for all Career Services, except the D Career Service, as of 1 October 1978. The D Service will establish its own Fitness Report schedule to meet the Agency promotion dates. Where the semiannual promotion option is elected, the first exercise in FY 1979 may be effective with either date noted on the schedule. To avoid an undue period without an evaluation of performance for GS-12 and 13 employees, there will be a one-time out-of-phase evaluation for the period ending 31 December 1978.

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PERSONNEL

UNIFORM PROMOTION SCHEDULE

<u>Current Grade</u>	<u>New Fitness Report Period End Date</u>	<u>PROMOTION TO NEXT GRADE</u>	
		<u>Effective First Annual Option</u>	<u>Pay Period in Month Semiannual Option</u>
GS-15 and above	31 March	July	January
GS-14	30 April	September	March
GS-13	30 June	November	May
GS-12	31 July	December	June
GS-11	31 August	January	July
GS-10	30 September	February	August
GS-09	30 September	February	August
GS-08	31 December	May	November
GS-07	31 December	May	November
GS-06	31 January	June	December
GS-05 and below	31 March	U N S C H E D U L E D	

JOHN F. BLAKE
Deputy Director
for
Administration

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